



UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

Vacancy Announcement #: 16L03

POSITION:	Content Management Librarian
LOCATION:	Headquarters Library for the Tenth Circuit in Denver, Colorado
SALARY RANGE:	CL 27/1 – CL 28/25 (\$50,946- \$76,341). Salary is commensurate with experience, qualifications and education. Full Range of Benefits Available.
OPEN DATE:	February 1, 2016
CLOSING DATE:	Open Until Filled – Preference given to resumes received by February 29, 2016.

POSITION OVERVIEW: The Content Management Librarian is responsible for cataloging, maintaining, and promoting the court's archival collection, which is located in the Denver headquarters library. The Content Management Librarian will work closely with the Emerging Technologies Librarian to select current and archival materials to be digitized, develop and promote digitization initiatives throughout the circuit, and provide access to the library's current collection of digitized materials. Digital projects may include: designing exhibits and installations using graphic, vector, and audiovisual media; building interactive experiences through websites, mobile apps, branded email, and electronic/physical newsletters; creating digital repositories and virtual tours; and creating oral histories.

The Content Management Librarian will assist the Technical Services Librarian in developing and marketing the library's e-book and digital database collections, and will work in concert with others on various court and library projects. This position also includes reference desk assistance. This position will report directly to the Deputy Circuit Librarian.

REQUIREMENTS: Master's Degree in Library Science from an ALA-accredited institution (archives management or digital media/digital library collections emphasis is preferred); at least one year of professional law library experience; online research skills (including Lexis, Westlaw, and the Internet) and in-depth familiarity with both print and electronic resources; knowledge of or experience with archiving software; advanced knowledge of archival systems and current trends in information preservation and curation; experience working with web design and electronic publishing software; coding skills a huge plus; ability to develop and foster partnerships with both internal and external entities; excellent organizational, interpersonal and communication skills, including ability to make presentations, conduct training sessions, and work in a team environment. Some travel may be required.

APPLICATION PROCEDURE: Qualified applicants should submit a cover letter and resume in a single PDF document to: HR@ca10.uscourts.gov. Reference 16L03 in the subject line.

Applications not submitted as a single PDF document may not be considered.

Applicant must be eligible to work in the United States. Appointment is contingent upon satisfactory completion of a background check.

THE FEDERAL COURTS ARE AN EQUAL OPPORTUNITY EMPLOYER